



Town of Effingham
Selectmen's Office
68 School Street
Effingham, New Hampshire 03882

Board of Selectmen's Meeting Minutes
October 18, 2022

Present: Chairman Espie, Selectman Fuller, Selectmen Kirkwood, Town Administrator Fraizer, and several members of the public.

Chairman Espie called the meeting to order at 4:30 p.m. followed by the Pledge of Allegiance.

Signature Folder:

Chairman Espie made a motion to approve and sign the Selectmen's minutes for September 20, 2022. The motion was seconded by Selectman Kirkwood, the motion passed (3-0).

Chairman Espie made a motion to approve and sign the Selectmen's non-public minutes for September 20, 2022. The motion was seconded by Selectman Kirkwood, the motion passed (3-0).

Chairman Espie made a motion to approve and sign the Selectmen's minutes for October 4, 2022. The motion was seconded by Selectman Fuller, the motion passed (3-0).

Chairman Espie made a motion to approve and sign the Selectmen's work session minutes for October 7, 2022. The motion was seconded by Selectman Kirkwood, the motion passed (3-0).

Also in the signature folder was an intent to cut, a supplemental intent to cut and a cemetery deed.

Chairman Espie made a motion to approve and sign the manifest dated October 20, 2022, in the amount of \$42,409.87. The motion was seconded by Selectman Kirkwood, the motion passed (3-0).

Mail Folder:

- An e-mail from the Town Attorney about local ordinance citation.
- A court decision on case #212-2020-CV-162
- Newsletters from the Humane Society and Green Mountain Watershed.

Administrator Comments and Selectmen's Reports:

Town Administrator Fraizer

- Regarding the e-mail on the local ordinance the Town Attorney will be having a discussion with the Health Officer on Thursday at 9:00 a.m.
- Town Administrator Fraizer spoke with the transportation person about the cars stopped at the three-way stop of Champion Hill, Town House, and Jones roads. The parents will be spoken to and the school will visit the site.
- To complete the audit a letter was sent to the lawyer to verify the Town has no outstanding litigation.
- The Health Officers have been set up with a read only account in Avitar software so they can see the latest comments from assessing and zoning.
- A repurchase letter was sent to a property owner who had property deeded earlier this year.

- A work session is scheduled for October 25th for the solid waste and executive budgets.
- Town Administrator Fraizer researched several town's animal ordinances. She provided the BoS with an example that seems it would fit Effingham for their review.
- Announced the list of homes chosen for interior assessment review. The instructions are on the website.
- Town Administrator Fraizer asked for a non-public to review a candidate for hire.

Selectman Kirkwood

Selectman Kirkwood attended a webinar on invasive plant management given by the State on October 6th.

Selectman Kirkwood attended a webinar on wonder women and solid waste given by the State on October 18th.

Selectman Kirkwood reviewed the report PRIMEX provided on the Transfer Station. Specific recommendations were for gates in front of glass containment and painting step up areas.

Selectman Kirkwood met with the Transfer Station employees about the recommendation from PRIMEX for the enclosures around the metal and glass areas. Selectman Kirkwood explained the railings and gates that were recommended. The cost would be approximately \$1,500. Selectman Fuller asked about the paint for the grates, Selectman Kirkwood said they have the paint and are waiting for favorable weather. The Selectmen unanimously supported the purchase of the gates.

Selectman Fuller

Selectman Fuller reminded the public that he is the point person for the Bailey Road project.

DES had a change in the documents for the Wilkinson Swamp Road culvert grant. There is also a change in the distributing funds which is more favorable to the Town.

The LCHIP team is meeting, the application for the Historic Town Hall is to be reviewed.

On Monday, October 24th Selectman Fuller will be attending the regional ambulance meeting with Town Administrator Fraizer.

The Recreation Contract has been submitted to Town Counsel; Attorney Serge came back with a conflict of interest since he works for both Towns. Attorney Serge will present a solution.

Selectman Fuller asked if he could present Transfer Station Strategy Committee recommendations at the work session on October 25th.

Under New Business, Selectman Fuller presented two change orders for Cobalt Construction manager. One was the concrete posts, repointing the granite posts, and analysis of reuse of the original flooring. Selectman Fuller made a motion to approve the first change order in the amount of \$5,380.07. The motion was seconded by Chairman Espie and passed (3-0).

The second change order for Cobalt Construction manager is related to the plaster ceilings. Selectman Fuller made a motion to approve the first change order in the amount of \$4,900.00. The motion was seconded by Chairman Espie and passed (3-0).

There was also a change to the insulation. Selectman Fuller asked the Board to rescind a previous proposal in the of \$2,500 and approve a revised proposal of \$4,090.00. Chairman Espie

made a motion to approve the change. The motion was seconded by Selectman Fuller and passed (3-0).

Selectman Fuller attended the Hard Road to Travel workshop with NHMA. A take away was that every Board in the State should adopt RSA 31:105: Indemnification of Municipal Officials. Selectman Fuller made a motion to adopt RSA 31:105. The motion was seconded by Chairman Espie and passed (3-0). Mr. Cahalane noted the RSA had been adopted by a warrant article several years ago.

Chairman Espie

Chairman Espie asked the Board how they felt about having a work session every other week. The Board was in favor. The meetings will remain at 4:30 and the work sessions will meet at 11:00 a.m.

Appointments:

Heidi Foy asked how the Board feels about putting an event board for non-profits at the Transfer Station. The Board was in favor of the board provided it doesn't interfere with plowing and safety for residents. It would not be maintained by the staff. Selectman Kirkwood asked Ms. Foy to come up with ideas and come back to the Board with recommendations.

Announcements:

The Street Dance at the Effingham Library was a success. The Sandwich Rhythm Section was terrific, the food vendors were almost sold out, there was significant information disseminated to the public. A total of \$735 in donations were collected.

Budget Review

Library Chairman Grace Fuller presented the **4550 Library** budget. With the exception of the internet, the budget has remained flat for the third year. Mrs. Fuller reviewed the activities and programs the library has provided to the public, children, and homeschool families. They ranged from local artists spotlight to chair yoga. One of the most popular was the computer classes. Several grants were awarded to the library. A program supported by a grant is an oral history program in collaboration with the Effingham Historical Society. Chairman Espie made a motion to approve the 4550 Library 2023 Budget in the amount of \$64,285. The motion was seconded by Selectman Kirkwood, the motion passed (3-0).

Carol Pfister presented the **4141 Supervisors of the Checklist** budget in the amount of \$2,083. To clarify the budget, the salary line is going to be split between stipend and election. There were a few line items that had been funded for \$1 to keep them active. After This is for the Province Lake Association. Chairman Espie made a motion to approve the 4141 Supervisors of the Checklist 2023 Budget in the amount of \$2,080. The motion was seconded by Selectman Kirkwood, the motion passed (3-0).

The **4150 Tax Collector** budget was presented by Deanna Amaral. Selectman Fuller asked about postage and the 2023 rates, the line item was increased \$100. The recording fees were reduced significantly. Deanna and Audrey will look at the history of the recording fees, they should not include the legal research of deeds. A new position of an assistant clerk is being requested. Deanna feels things are not getting done and additional hours would help clear desks. Chairman Espie asked if this would allow for a change of hours to give the public more

opportunity to come in. Deanna explained the process of making an appointment and working with people to meet in the evening or early mornings. Selectman Kirkwood recommended putting on the website that the office can accommodate folks outside of posted hours. Deanna will consider it. Selectman Fuller asked why the Tax Collector's salary wasn't increased by 3%. There was an adjustment calculated by Budget Chairman Strauss to increase the total budget to \$43,276.00. Chairman Espie made a motion to approve the 4150 Tax Collector 2023 budget in the amount of \$43,276. The motion was seconded by Selectman Kirkwood, the motion passed (3-0).

The same postage and salary adjustment was made to the **4140 Town Clerk** 2023 budget. There was an adjustment calculated by Budget Chairman Strauss to increase the total budget to \$44,381.00. Chairman Espie made a motion to approve the 4140 Town Clerk 2023 budget in the amount of \$44,381. The motion was seconded by Selectman Fuller, the motion passed (3-0).

Town Treasurer, Elaine Chick, presented the **4150 Treasurer** budget in the amount of \$4,535. Chairman Espie asked about the increase in bank fees. Ms. Chick placed the conference and membership in the bank fee line. The bank charges are actually for software access to run reports from invoice cloud. These expenses will be broken into separate lines. Chairman Espie made a motion to approve the 4150 Treasurer 2023 budget in the amount of \$4,535. The motion was seconded by Selectman Fuller, the motion passed (3-0).

Budget Chairman, David Strauss, presented the **4151 Budget Committee** budget in the amount of \$1,312. There was a reduction in workshops and books. The result is a decrease from 2022. Chairman Espie made a motion to approve the 4151 Budget Committee 2023 budget in the amount of \$1,312. The motion was seconded by Selectman Kirkwood, the motion passed (3-0).

Chairman Espie noted the **4150 Auditing** budget was approved on October 11, 2022 in the amount of 11,400 per the contract.

Town Administrator Fraizer asked the Board to table the **4152 Assessing** budget until she gets a software quote for the 2023 renewal.

Public Comment

Steve Regal asked if the pot holes on Drake Road are scheduled to be repaired soon. Chairman Espie said he is working with the road contractor.

Dave Garceau asked about the shouldering on Green Mountain Road. Chairman Espie repeated that he is working with the road contractor. Mr. Garceau also asked about the cease-and-desist order for the boat yard on Green Mountain Road. Chairman Espie said that the Zoning Enforcement Officer (ZEO) and the Town Administrator have spoken with the land owner. There is no cease-and-desist. Mr. Garceau also brought up the Town House Road animal issue ordinance. The Board has a draft and will work on it in a work session. Mr. Garceau brought up the property in current use being posted "no hunting". It was recommended he speak with the Assessing Clerk. Mr. Garceau asked if the Board has spoken to the ZEO about RVs. Health Officer Cahalane said he is notified but they are not signing off on them.

Cheryl Feirick asked about ordering a street sign for her development, Effingham Farms Road. Town Administrator Fraizer will send her an update.

Mike Cahalane clarified there are two tiers for current use property status. One allows posting and one is not. He also pointed out the Board should also post an agenda for work session to include "other business that may come before the board". Mr. Cahalane asked if the Operating Plan for the Transfer Station had been reviewed. Selectman Fuller asked if should include the entire Transfer Station policy as an appendix. Town Administrator Fraizer will send the Transfer Station policy to Selectman Fuller.

Melissa Seaman announced a Cemetery Tour at the Davis Meeting House on Saturday from 2:00 until 3:00 p.m. Also, The Ossipee Concerned Citizen's is taking application for Christmas. The applications are due the first week of November. The White Horse in Center Ossipee has a coat closet outside if anyone has a coat to drop off or if need one can be taken. Sleeping bags, coats, gloves and hats are needed.

Ms. Seamans asked the Board to incorporate some announcements into Social Media.

Ms. Seamans watched the October 4th Board meeting. While she was listening to the complaints about the boats with blue tarps, she couldn't help think of the blue tarps that people live under. She showed a picture of a local family in a housing crisis. There are eleven campsites on the aquifer that people live in. She asked people to consider what is really important.

John Davis asked if the Board had addressed the issue of the parents parking at the stop sign for the school bus. Town Administrator Fraizer repeated her comments (see above).

John Davis also asked about the status of the Bailey Road bridge. Selectman Fuller explained the delay due to weather and the extension granted by the Selectmen.

At 5:55 Chairman Espie made a motion to go into non-public under RSA 91-A:3, II(b) The hiring of any person as a public employee. The motion was seconded by Selectman Fuller, the motion passed (3-0).

At 6:14 p.m. Chairman Espie made a motion to leave non-public. The motion was seconded by Selectman Fuller, the motion passed (3-0).

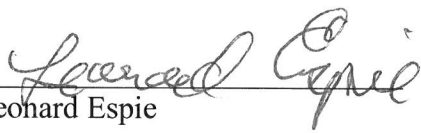
The minutes will not be sealed.

The Board and Town Administrator discussed the perception to the public of employees breaks for smoking or eating. Town Administrator Fraizer said she would hold a team meeting and discuss it.

The Board discussed the agenda for the work session scheduled for Tuesday October 25th.

Chairman Espie made a motion to adjourn at 6:26. The motion was seconded by Selectman Kirkwood. The motion passed (3-0).

Respectfully Submitted,
Audrey Fraizer


Leonhard Espie

Dated: November 15, 2022


Charles Fuller


Victoria Kirkwood